

ADMINISTRATIVE

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SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

SA NO. 24: Nomination Date: 10 April 1975

STATINTL

[REDACTED] GS-07  
Intelligence Assistant  
Directorate of Intelligence/OSR

A. Summary

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The attached Recommendation for an Honor or Merit Award, dated 10 April 1975, from Acting Director, Office of Strategic Research and concurred in by the Associate Deputy Director for Intelligence recommends [REDACTED] for the Certificate of Distinction and a Special Achievement Award of \$825. The Certificate of Distinction was approved on 30 May 1975.

B. Evaluations

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Attached are comments by OJCS and the Deputy Director, OSR. We referred the OSR evaluation to OJCS for any added comment before this referral to the Committee for decision. OJCS responded -- "no comment". [REDACTED] branch chief in OSR said that [REDACTED] developed the WASP System in about 20 hours of after duty time. The WASP System is applicable to the SAM System. Air Force at Fort Bliss benefits from Mr. Ward's system. Air Force Studies and Analysis, Washington, D.C., has visited OSR and used the WASP System. OSR rates intangible benefits SUBSTANTIAL/EXTENDED.

C. Recommendation of Executive Secretary

\$ 760  
\$1,000 Special Achievement Award based on tangible savings of \$26,098 (\$835), plus SUBSTANTIAL/EXTENDED (\$165) intangible benefits. The DDI Committee Member has participated in and concurs in this award recommendation.

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#### D. Decision of the Committee

✓ Approved      \$960 Award  
Disapproved      10 DEC. 1975 Date

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It is estimated that this system could result in a saving of computer time in the amount of \$3,000 per hour in addition to analyst man hours for an estimated total savings during one year of \$25,000 in computer time and approximately 200 man hours of labor.

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3. It is recommended that [REDACTED] be granted the CIA Special Achievement Award and the Certificate of Distinction in recognition of his exceptional service and the improved work methods described previously that have brought about a considerable savings in money and manpower. It is also recommended that he receive this Special Achievement Award in cash.

Citation

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[REDACTED] is hereby awarded the CIA-  
~~Special Achievement Award~~ and the Certificate of  
Distinction in recognition of his exceptional serv-  
ice and in particular, his significant contributions  
to the Agency through his invention of a cost sav-  
ing computer pre-processing system. [REDACTED] has,  
therefore, demonstrated through this achievement  
initiative, innovativeness, and performance far in  
excess of the responsibilities of his current posi-  
tion.

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8 September 1975

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MEMORANDUM FOR: Deputy for Planning  
DDI Management Staff

SUBJECT : Special Achievement Award for David  
[REDACTED]

1. This memoranda is in answer to your questions regarding the subject. We have no record of asking OJCS to write the TACOS program. I would like to point out, however, that an OJCS project officer, Mrs. [REDACTED] was working full time on TACOS with the Air Forces Branch at the time [REDACTED] wrote the program. The 8.0 hours of computer time refers to CPU time.

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2. I think that some comment on paragraph 2 of the OJCS memorandum (OJCS 2003-75, dated 15 August 1975) is in order. It is not necessarily valid to assume that OSR personnel in the Air Forces Branch, by themselves, had sufficient experience and background to recognize and articulate the problem with enough precision to provide a tasking request to which OJCS could respond efficiently. In other words, identifying and defining the problem was at least half the solution. When he wrote the program, David [REDACTED] was a GS-07 Intelligence Assistant assigned to the Ground Forces Branch--not the component using TACOS. Because of his great interest in computer applications, he made himself familiar with the project, recognized a problem and proceeded to work towards a solution. All his efforts were undertaken at his own initiative and on his own time.

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3. Without this initiative OSR in all probability would today and in the future, still be

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operating the TACOS project with the same difficulties and inefficiencies when [REDACTED] undertook to write his program. The savings in computer time and manpower would never have been realized.

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4. If [REDACTED] had been a member of the OSR professional staff and assigned to the Air Forces Branch, we would not have requested a reward for his contributions to the TACOS project. Had we done so, OJCS would be justified in opposing our action on the grounds stated in paragraph 2 of its memorandum dated 15 August 1975. Given the circumstances in this case, however, I do not believe the OJCS position is correct. Indeed, the OJCS statement seems to imply that no suggestion or actions related to ADP applications should qualify for an achievement award.

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[REDACTED]  
Deputy Director  
Strategic Research

OJCS 2003-75  
15 August 1975

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MEMORANDUM FOR: Executive Secretary, Suggestion and Achievement Awards Committee

SUBJECT : Special Achievement Award for [REDACTED]

REFERENCE : Memo fm OSR dtd 5 Aug 75, same subject  
and SA-24 dtd 14 July 75

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1. Reference memorandum correctly states that [REDACTED] received no assistance from OJCS in writing the software for which OSR seeks to reward him. It is also true that OJCS did not even know about it, despite the fact that we closely supported the TACOS effort for several years.

2. The Suggestion and Achievement Award Committee should know that we were never asked to do this job. If an office chooses to do a job for itself rather than come to us, we cannot stop them. As an office, we encourage people to do their own programming by virtue of the very extensive training program offered in the User Support Division, OJCS. However, it is the firm position of this Office that Agency employees should not be rewarded for not asking us to do what is clearly our responsibility.

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3. All this notwithstanding, [REDACTED] has written a good program which will save personnel and computer costs. The estimated savings in computer costs, while made in good faith with cost figures used at one time in OJCS, are inflated. A recently calculated rate for 360/195 computer time is \$2200 per CPU hour, which includes fixed overhead. However, if OJCS or anyone else ceases to run a program which uses an hour of CPU time on the 360/195 computer, the full \$2200 is not realized as a savings by the Agency, just as Office of Logistics does not realize a saving for the space vacated by an employee upon his departure from the Agency. Certainly there is a savings, and OJCS would estimate that savings to be \$1100 per CPU hour, on the basis the 50% for overhead. Finally, we are not certain whether the 8.0 hours of computer time referred to is elapsed time or CPU time. The rate quoted above applies to CPU time, i.e., the time the computer actually spends processing data.

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[REDACTED]  
Executive Officer, OJCS



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5 AUG 1975

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MEMORANDUM FOR: Executive Secretary, Suggestions  
and Achievement Awards Committee

SUBJECT : Special Achievement Award Nominations,  
[REDACTED]

1. In regard to your written request for additional information concerning [REDACTED] nomination for a Special Achievement Award, the answers below are keyed to the questions in your note of 14 July 75.

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a. The breakdown for man hours is 200 hours during a year at the GS-13 level with \$10.49 per hour equalling \$2,098.00 per annum. Computer time is estimated to be 8.0 hours during a year at \$3,000 per hour and thus totaling \$24,000. The total for both savings would therefore be \$26,098.00 per year.

b. This is the figure given to us by OJCS based on their experience with the 360/195 computer. Additionally, the estimates in a. above are based on four studies conducted using the TACOS model. Each study consisted of three to six scenarios and the four studies were averaged.

c. no

d. Mid January 1975

e. No, this promotion was projected previously and before his contribution was known to management.

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f. He is responsible for helping run the TACOS, but not to develop new software. As indicated in the nominating memo this system was developed entirely on his own initiative and clearly exceeded his responsibilities particularly when you consider his junior grade. Additionally, he has been enrolled in several job-related computer courses and certainly such instruction gave him the expertise to enable him to perfect his system, but it was not a classroom project wherein the instructor or anyone in OJCS assisted him in devising it.

g. He received no assistance from OJCS in developing the logic and conception for this system and to our knowledge OJCS is not even aware of this accomplishment.

h. Using the intangible scale provided, it would appear the benefits are "substantial" and "extended", but since the tangible benefits are calculable, this would not appear to apply. Insofar as the tangible scale is concerned, it appears to us that the savings are in the \$20,000 to \$100,000 range with the award set at \$830.00.

2. If you require any additional information, please let us know.

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Acting Chief  
Administrative Staff, OSR

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

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SA No. 32: dated 9 September 1975  
[REDACTED], GS-08

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Secretary-Steno  
Directorate of Administration/OTR/[REDACTED]

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A. Summary

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1. The attached memorandum dated 9 September 1975 from [REDACTED] and concurred in by the Director of Training and the Associate Deputy Director for Administration, recommends Mrs. Mary [REDACTED] for the Agency's Special Achievement Award and an honorarium of \$400.

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2. At the time the Associate Deputy Director for Administration concurred, he posed the following:

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"I also suggest that C [REDACTED] explore what professional positions [REDACTED] could be assigned to offer her further advancement."

B. Supplementary Information

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1. In response to the A/DDA's comment, Director of Training replied:

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[REDACTED] and I agree that [REDACTED] should be considered for professionalization, and we will so consider her in the future if a professional nonrotatable position becomes available. At present, all professional positions at [REDACTED] are rotatable positions. [REDACTED] is not mobile and does not wish to be considered for professionalization at Headquarters."

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2. The Committee's Staff also asked the Director of Training if [REDACTED] could be PRA'ed to her current position and whether she had assumed additional duties and responsibilities. D/TR replied:

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██████████ is the highest graded secretarial employee at ██████████. Although she is classified as a secretary-steno, she is functioning as an administrative assistant to the ██████████. The position is classified at the GS-08 level and unless the Chief of Station position is upgraded to a GS-18, ██████████ position will probably remain a GS-08. Therefore, ██████████ cannot be promoted in her present position and does not meet requirements for a PRA. The duties of administrative assistant to the Chief of Station, ██████████ have not changed appreciably during the past several years. ██████████ also handles the secretarial duties for the Chief of Station, and a second secretary, GS-07, handles the secretarial duties for the Deputy Chief of Station."

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3. Director of Training commented that a \$400 award is recommended for ██████████ for her exceptional performance over a sustained period of time.

C. Recommendation of Executive Secretary

\$400 Special Achievement Award based on EXCEPTIONAL/LIMITED intangible benefits.

D. Decision of the Committee

✓	Approved	# 400	Award
Disapproved		10 Dec. 1975	Date

Att

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DDA 75-4652

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ADMINISTRATIVE - INTERNAL USE ONLY

9 September 1975

MEMORANDUM FOR: Executive Secretary, Suggestion and Achievement  
Awards Committee

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SUBJECT : Recommendation for Special Achievement Award -

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REFERENCE :

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1. Paragraph 6 contains a recommendation that

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Secretary-Steno to the  
be provided a special achievement award in accordance with

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2. is a GS-08/Step 10 occupying a GS-08 position. She was promoted to her present grade level in October 1964 and has received two QSI's for her outstanding performance; first in September 1966 and again in October 1969. She has not received any further recognition for her superior performance since 1969 although her fitness reports and performance appraisals have been consistently outstanding. During this period she has been commended for her dependability, initiative and overall effectiveness.

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3. performance clearly exceeds that which is expected of her. Her performance reports have always noted dependability, initiative, tact and discretion. Her achievements reflect her dedication to the Agency, her judicious management of the office, and her unfailingly pleasant relationship to all with whom she has contact. possesses significant characteristics, one being the capacity to anticipate the needs of the myriad daily demands of her position.

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4. Since assuming the position as in January 1975, I have noted has demonstrated to an outstanding degree that she has the skills essential to her job. She responds to each situation in a calm, professional manner always exercising good judgment and discretion. Her secretarial skills are flawless. Her performance so far exceeds what is expected of her that I feel she is one of the most efficient secretaries I have seen in my years with the Agency.

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SUBJECT: Recommendation for Special Achievement Award - STATINTL

5. An additional reason for requesting this award is that [REDACTED] is now at the top step of her grade level and cannot be promoted. We recently requested that her position be upgraded from GS-08 to GS-09, but the request did not receive favorable action from Position, Management and Compensation Division.

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6. In view of [REDACTED] sustained outstanding performance and achievements, and the fact that there is no other way to recognize her, it is recommended that she be favorably considered for a monetary award under the Special Achievement Awards Program.

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[REDACTED]  
Chief of Station

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1. Bio Profile
2. Performance Rpts (2)

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CONCURRENCES:

[REDACTED]  
Director of Training

30 Sept 75  
Date

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[REDACTED]  
Deputy Director for Administration

30 Sept 75  
Date

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\* I also suggest that c. [REDACTED] explore what professional positions [REDACTED] could be assigned to offer her further advancement. For

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